



Warehouse Storage Prevention Checklist

- Review trends on common warehouse issues in your industry
- Leadership commitment and enforcement of policies and procedures
- Employee education, training, and effective onboarding
- Building infrastructure, floors, walls, ceilings, dock sweeps, and door and window seals
- Manage grounds to prevent harborage and rodent activity
- GMP areas are clearly marked and followed by all, including visitors and contractors
- Review Control Points (CPs) and Critical Control Points (CCPs) to ensure effectiveness
- Allergen and controlled item storage are identified, used, and managed properly
- Master sanitation program is in place and reviewed (includes detailed cleaning)
- Chemicals, flammable, and hazardous materials are stored as required
- Material handling equipment operators are trained on material contamination possibilities
- Inspections for material handling equipment to ensure cleanliness
- Water and pooling water opportunities (around doors, windows, and drainage pipes)
- Utilities and HVAC systems are properly, and air is balanced accordingly
- Professional and robust pest control program with an appropriate monitoring frequency
- Correct material rotation per company policy – FIFO, FEFO, etc.
- Receiving procedures are reviewed to ensure effectiveness and are being followed
- Review customer complaints to identify trends on potential issues and opportunities



- Inspect for overhead contamination opportunities (lights, debris, foreign materials)
- Refrigerated and frozen storage areas functioning (inspect door seals to adjoining areas)
- Trash and waste receptacle areas are adequately managed and at an appropriate frequency
- Out of Date and On Hold materials are dispositioned and removed in a timely fashion
- Pallet storage follows appropriate internal procedures (24" or 36" away from walls, etc.)
- Food and food sources are stored as required
- Temperature and humidity storage monitoring devices are reviewed and functioning
- Facility has controls to prevent unauthorized entry
- Breakroom and restrooms are in good repair and functioning properly (hot water, soap, etc.)
- Review and retrain on communication and escalation procedures

Observations & Notes:

Follow-Up Action Plans / Items: (What, Who, and When):